Filling Pending Requests for Local Resources

To fill a Pending Request with an available resource

1 On the **Request** menu, click **Pending Request**, or click PR

2 On the **Search Incidents** dialog box, search for and then click the **Incident** of your choice.

3 On the **Pending Request** screen, search for and then click to select the **request** of your choice.

4 On the **Available** tab, click Query and then click the **Resource Name** of your choice.

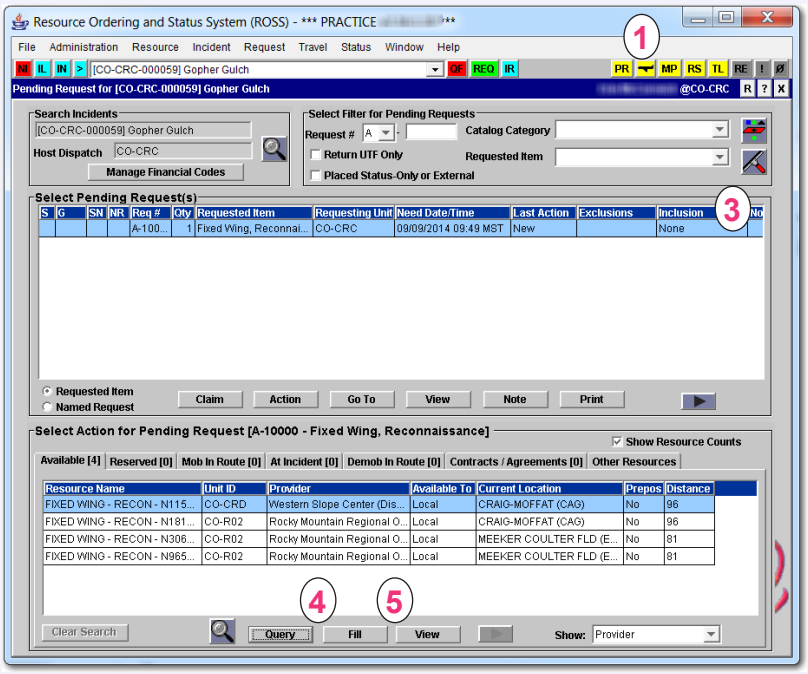
To show counts of available resources, click the Show Resource Counts check box.

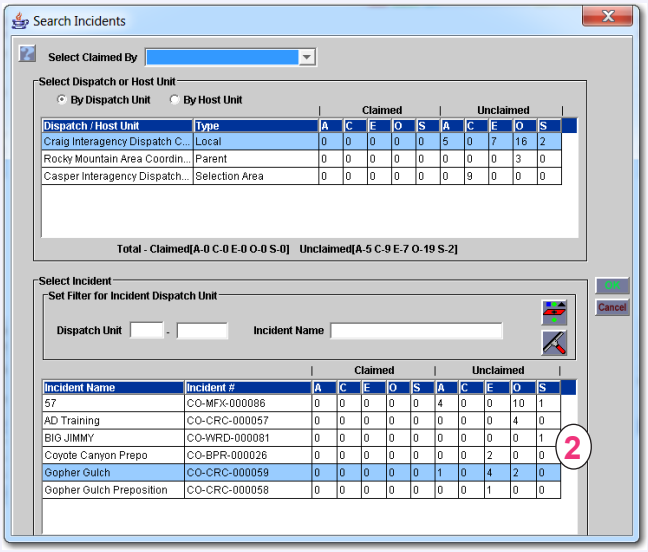
5 Click Fill and then click the **Fill Option** of your choice.

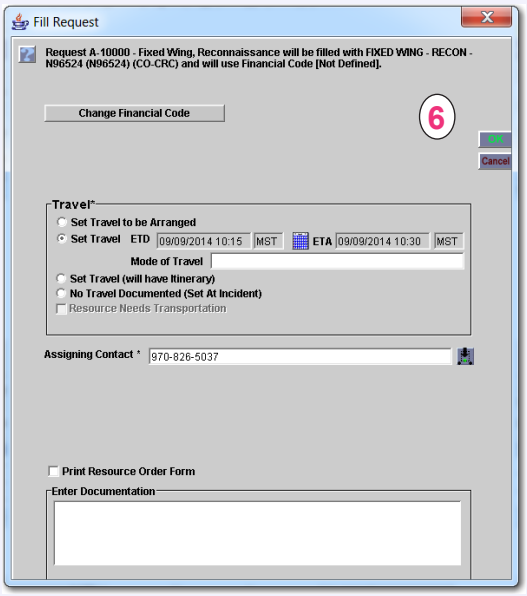
6 On the **Fill Request** dialog box, complete the **Travel** information as appropriate for the resource, complete the **Assigning Contact** text box, and then click OK

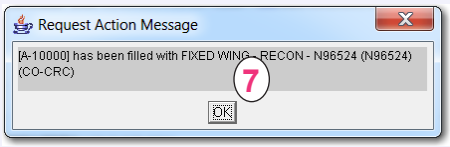
7 On the **Request Action Message** dialog box, click OK

For more information about setting resource travel see the Quick Reference Card, "Setting Resource Travel from the Pending Request screen."









Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov